

Montana Board of Realty Regulation
301 South Park Avenue 4th Floor
PO Box 200513
Helena MT 59620-0513
PHONE: 406-444-2961 FAX: 406-841-2323
E-MAIL: dlibsdrre@mt.gov
WEBSITE: www.realestate.mt.gov

PROCEDURES FOR APPLICATIONS FOR WAIVER OF EDUCATION AND/OR EXPERIENCE

WAIVER REQUIREMENTS:

- An application may be submitted to determine if an applicant has a license in another state or jurisdiction with licensing standards substantially equivalent to Montana's requirements. The Board may approve to waive all or part of the required pre-licensing education and/or examination.
- Applications for determination of waiver of education and/or experience shall be made on forms approved by the board.

PROCESSING PROCEDURES:

- A completed application will be presented to the Board at its next regularly scheduled meeting.
- The applicant is not required to attend the Board meeting, but is welcome to attend and be present during the consideration of the application.
- The Board routinely holds meetings every six weeks. Contact the Board office or visit the web site for a listing of board meeting dates.
- Upon completion of all of the requirements for licensure, an application for a Real Estate Broker or Salesperson license must be submitted with all fees and supporting documentation.

MONTANA STATE BOARD OF REALTY REGULATION

APPLICATION FOR WAIVER OF EXAM

Application is hereby made for waiver of the examination requirement in granting a license based on licensure statute in another jurisdiction as found in 37-1-304 MCA.

NAME:

RESIDENCE:

STREET/P.O.BOX

CITY

STATE

ZIP CODE

TELEPHONE

BUSINESS

HOME

CURRENT
LICENSING
JURISDICTION

TYPE OF LICENSE
i.e. sales, broker, etc.

DATE RECEIVED SALES LICENSE

DATE RECEIVED BROKER LICENSE

HAS A PROFESSIONAL OR OCCUPATIONAL LICENSE EVER BEEN DENIED TO
YOU? YES NO

If yes, attach full details, including where, when and circumstances.

CURRENT
BUSINESS NAME

BUSINESS ADDRESS:

STREET/P.O. BOX

CITY

STATE

ZIP CODE

JURISDICTION QUALIFICATIONS: This section is intended to determine the requirements of the licensing jurisdiction. In addition to providing the following information, you must include a copy of the law and rules from the jurisdiction where you currently hold a license and a copy of any other requirements or criteria for licensing.

EDUCATION: HIGH SCHOOL COMPLETION REQUIRED YES NO
If no, is there any required education level?

POST-SECONDARY EDUCATION REQUIRED? YES NO
If yes, what level of completion is required?

NUMBER OF HOURS OF PRE-LICENSING EDUCATION REQUIRED FOR SALES
LICENSE ?

NUMBER OF ADDITIONAL HOURS OF PRE-LICENSING EDUCATION REQUIRED
FOR BROKER LICENSE?

ACTIVITY: DOES YOUR CURRENT LICENSING JURISDICTION HAVE MINIMUM ACTIVITY REQUIREMENTS (listings and sales) TO QUALIFY FOR A BROKER LICENSE ?
YES NO

IF YES, WHAT ARE THEY?

PERSONAL
ACTIVITY:

WHAT IS THE HIGHEST LEVEL OF FORMAL EDUCATION YOU HAVE COMPLETED?

EXPLAIN THE NATURE OF YOUR REAL ESTATE ACTIVITY (# of listings, # of sales, types of property, commercial, residential, property management) use additional attachments as necessary.

APPROXIMATE NUMBER OF REAL ESTATE TRANSACTIONS YOU HAVE COMPLETED FOR THE PRECEDING THREE (3) YEARS: use additional attachments as necessary.

ASSOCIATIONS
& SOCIETIES

LIST ALL PROFESSIONAL OR OCCUPATIONAL LICENSES HELD:

LIST ALL MEMBERSHIPS IN PROFESSIONAL OR OCCUPATIONAL SOCIETIES OR ASSOCIATIONS:

SIGNATURE OF APPLICANT

DATE

MONTANA BOARD OF REALTY REGULATON

LISTINGS: COMMERCIAL/AGRICULTURAL/FARM & RANCH – THE FOLLOWING INFORMATION MUST BE PROVIDED BY THE SUPERVISING BROKER. MAKE COPIES OF THIS DOCUMENT AS NEEDED.

- ✓ MUST BE WITHIN THE PAST THIRTY-SIX MONTHS
- ✓ MUST BE THE AGENT WHO ACTUALLY SECURED THE LISTING
- ✓ AGRICULTURAL/FARM & RANCH MUST BE A MINIMUM OF 30 ACRES.

SELLERS NAME	DATE LISTED	LISTING COMPANY/AGENT	PROPERTY ADDRESS	SIZE (# OF ACRES)	DATE LISTING EXPIRED
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I hereby certify that the above information is true and accurate. I understand that any misrepresentation of the above information is providing false information to the board and may be grounds for license discipline.

Broker SignatureDate

Subscribed and Sworn before me this____ day of _____, _____

City/State

Notary Public

For the State of

My commission expires on _____, _____

SEAL

MONTANA BOARD OF REALTY REGULATON

LISTINGS: RESIDENTIAL – THE FOLLOWING INFORMATION MUST BE PROVIDED BY THE SUPERVISING BROKER. MAKE COPIES OF THIS DOCUMENT AS NEEDED.

- ✓ MUST BE WITHIN THE PAST THIRTY-SIX MONTHS
- ✓ MUST BE THE AGENT WHO ACTUALLY SECURED THE LISTING

SELLERS NAME	DATE LISTED	LISTING COMPANY/AGENT	PROPERTY ADDRESS	SIZE (# OF ACRES)	DATE LISTING EXPIRED
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Broker Signature

Date

SEAL

Subscribed and Sworn before me this _____ day of _____,

City/State

Notary Public

For the State of

My commission expires on _____,

MONTANA BOARD OF REALTY REGULATON

LISTINGS: VACANT LAND – THE FOLLOWING INFORMATION MUST BE PROVIDED BY THE SUPERVISING BROKER. MAKE COPIES OF THIS DOCUMENT AS NEEDED.

- ✓ MUST BE WITHIN THE PAST THIRTY-SIX MONTHS
- ✓ MUST BE THE AGENT WHO ACTUALLY SECURED THE LISTING

SELLERS NAME	DATE LISTED	LISTING COMPANY/AGENT	PROPERTY ADDRESS	SIZE (# OF ACRES)	DATE LISTING EXPIRED
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Broker Signature

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SEAL

Subscribed and Sworn before me this _____ day of _____,

City/State

Notary Public

For the State of

My commission expires on _____,

Revised 07/2002

MONTANA BOARD OF REALTY REGULATION

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- ✓ MUST BE WITHIN THE PAST THIRTY-SIX MONTHS
- ✓ MUST HAVE OBTAINED AND WORKED WITH THE BUYER
- ✓ AGRICULTURAL/FARM & RANCH MUST BE A MINIMUM OF 30 ACRES TO QUALIFY
- ✓ TRANSACTION MUST HAVE CLOSED

1. BUYERS NAME 2. SELLERS NAME	PROPERTY ADDRESS	1. LISTING AGENT 2. SELLING AGENT	CLOSING COMPANY	CLOSING DATE
1.		1.		
2.		2.		
1.		1.		
2.		2.		
1.		1.		
2.		2.		
1.		1.		
2.		2.		
1.		1.		
2.		2.		
1.		1.		
2.		2.		
1.		1.		
2.		2.		

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2.		2.		
1.		1.		
2.		2.		
1.		1.		
2.		2.		
1.		1.		
2.		2.		
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2.		2.		
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